

Guidance for the School Level Salary Data Collection

December 15, 2009

The American Recovery and Reinvestment Act of 2009 (ARRA) requires a one time data collection for each school district receiving Title I, Part A ARRA funds to report a school-by-school listing of per-pupil expenditures from state and local funds for FY2008-2009. On November 23, 2009, the Office of Public Instruction (OPI) received final guidance from the U.S. Department of Education (USED) on the information needed to comply with the ARRA provision. The USED is requiring information by school code (SC) for three data items. The OPI must collect this information from the school districts and report it to the USED.


To assist school districts in organizing a query to generate the necessary information and so that schools across the state will provide consistent data, OPI has developed the following guidance and instructions.

Notes: Use only FY09 Expenditure Data

This collection is due to OPI **February 26, 2010**

Complete one file for the elementary district and one for the high school district.)

1. Read all documentation related to this collection listed at:
<http://www.opi.state.mt.us/schoolfinance/ARRA.html> (use the section titled ARRA School Level Salary Data Collection)
2. Download the Excel file titled SchoolLevelDataCollection.xls located on the OPI website at:
<http://www.opi.mt.gov/pdf/SchoolFinance/ARRA/SchoolLevelSalaryDataCollection.xls>
3. To do this, right click on the link and choose "Save Target As" and save the document to your computer.
4. Open the excel file and choose the name of your LE
5. Once you select your LE, the schools will then be listed lower on the sheet.



Montana

Office of Public Instruction

Denise Juneau, State Superintendent

opi.mt.gov

School Level Salary Data Reporting

2								
3								
4	LE	LE Name						
5	0281	Denton Elem						
6								
7			Total Reported by LE from FY09 TFS	Total Reported 1XXX by LE from FY09 TFS				
8			267,362.08	240,820.79				
9								
10	Active TOTAL Reported by School Code		-	-	-			
11								
12			Personnel Salaries at School Level					
13	School Code Name		Total	Instructional Staff	Teachers Only	Hours per school that the district used to prepare each school's expenditure data.	Hours per school for review, communicate, and submit data to the state.	
14	Denton School							
15	Denton 7-8							
16								

Please **note** that the totaled amount reported for the LE on the FY09 TFS is listed.

6. Fill in all green cells with the appropriate information listed by school.
 (See "Instructions" tab for helpful tips. Also, OPI provided the breakdown of FY09 expenditure data for your district total on the "1XXExpByLEA" and

- "1XXExpLineItemByLE" tabs for your reference.)
7. After completing the survey, save the Excel file as a **Microsoft Office Excel Workbook .xls** and if using Excel 2007 save the file as a **Microsoft Office Excel Workbook for 2003 .xls**
 8. After saving the report e-mail the completed file to opisalarysurvey@mt.gov

The following is specific guidance for preparing the totals to be entered in the spreadsheet.

Notes: Use only FY09 Expenditure Data
Questions 2 and 3 are a subset of Question 1.

Question 1 (Listed as "Total" on the Spreadsheet): Create a query to include the following by school code.

Function Code	Activity	Description	Personnel Expenditures	Description/Comments
1000	Instruction	Includes the activities dealing directly with the interaction between teachers and students. Teaching may be provided for students in a school classroom. Expenditures are for teachers who provide instruction to students in a classroom but may include personnel who teach in another location such as home or hospital or in other learning situations such as those involving co-curricular activities.	Personnel costs associated with salaries only (Object series 100)	These are amounts paid to both permanent and temporary school district employees, including personnel substituting for those in permanent positions. This includes gross salaries for personal services rendered while on the payroll of the school district. Object series can be broken out further, for example, to distinguish between: <ul style="list-style-type: none"> Teachers (Object series 101) and Instructional Aides (Object series 102)
2100	Support services – pupils	These are activities designed to assess and improve the well- being of students and to supplement the teaching process. This includes expenditures for guidance, health, attendance, and speech pathology services etc.	Same	
2200	Support services – instructional staff	These are activities associated with assisting the instructional staff with the content and process of providing learning experiences for students. This includes, for example, expenditures for staff involved in curriculum development, staff training, operating the library, media and computer centers.	Same	
2400	Support services- school administration	These activities relate to the overall administrative responsibility of a school.	Same	

Exclude the following expenditure program codes from this query (For question 1):

- Exclude expenditures from federal program funds. However, a district may include expenditures from Impact Aid or from the State Fiscal Stabilization Fund (SFSF) if the district is using those funds under the authority in Impact Aid. (Exclude Montana State chart of accounts all expenditure program codes 4XX and 7XX)
- Exclude expenditures from special education funds. (Montana State chart of accounts all expenditure program codes 280)
- Exclude expenditures for programs that are not associated with regular K-12 instruction, instructional support, and school administration (e.g., preschool, adult education, and school nutrition programs). (Montana State chart of accounts all expenditure program codes 362, 610, 650, 5XX)
- Exclude programs that serve students from more than one school attendance area at a single school site (e.g., summer school programs sometimes are housed in a subset of the district's schools but serve students from throughout the school district). (Montana State chart of accounts all expenditure program code 180)

Below is a detailed listing of expenditure program codes to be excluded.

180	Summer School
280	Special Education - Local and State
362	State Adult Education Reimbursement
410	Miscellaneous Federal Grants Direct from Feds
411	Head Start
412	Title VI, Part B, Subpart 1, Small rural Schools (SRS)
413	Title VII Indian Education
414	Federal Johnson O'Malley (JOM)
420	Title I, Part A, Improving Basic Programs
421	Title I, Part A, Accountability
422	Title I, Part A, Improvement Grants
423	Title I, Part B, Subpart 1, Reading First
424	Title I, Part B, Subpart 3, Even Start
425	Title I, Part C, Migrant Education
427	Title I, Part D, Neglected, Delinquent & At-Risk Youth
429	Title I, Part G, Advanced Placement
430	Title II, Part A, Teacher & Principal Training & Recruiting Fund
431	Title II, Part D, Educational Technology
432	Title III, Part A, English Language Acquisition & Language Enhancement
433	Title IV, Part A, Safe & Drug-Free Schools & Communities
434	Title IV, Part B, 21st Century Community Learning Centers
435	Title V, Part A, Innovative Programs



436	Title V, Part D, Subpart 3, Character Education
437	Title VI, Part B, Subpart 2, Rural Low-Income Schools
438	Title X, Part C, Education of Homeless Children & Youth
439	Title I, Part G, School Improvement
451	Carl Perkins (Federal Vo-Ed) - Basic Grant
452	Carl Perkins (Federal Vo-Ed) - Competitive
453	Adult Basic Education TANF
454	Adult Basic & Literacy Education (ABLE)
456	IDEA, Part B, Children with Disabilities
457	IDEA Preschool
458	IDEA State Program Improvement
465	Federal Miscellaneous Grants from OPI
470	Federal Miscellaneous Grants from other State Agencies
471	GEAR UP
472	Carl Perkins (Federal Vo-Ed) - Tech Prep
494	School wide Program
610	Adult Continuing Education Programs
650	Adult Basic Education/GED Programs
750	ARRA - IDEA, Part B
751	ARRA - IDEA Preschool
752	ARRA - Title I, Part A
5XX	Non-Public School Programs

Question 2 (Listed as "Instructional Staff" on the Spreadsheet):

Use the result from Question 1 to create a subset that includes only function 1XXX Instruction (includes teachers and instructional aides).

Question 3 (Listed as "Teachers Only" on the Spreadsheet):

Use the result from Question 2 to create a subset that includes only teachers. (Object 112)

Also, please also provide the following estimates (See columns I & J on the spreadsheet):

School Districts: Average number of hours the district used hours per school
to prepare each school's expenditure data.

School Districts: Additional number of hours to review
existing data systems, communicate within the district or hours per district
with the OPI concerning any procedural questions for
preparing the estimates, and to review and submit their
data to the OPI.

Questions:

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